



**MEETING POSTING
IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§ 18-25**

Personnel Board	June 21, 2017
Board/Committee Name	Date of Notice
Town of West Boylston Offices	#120
Meeting Place	Conference Rm. No.
June 27, 2017/6:00PM	<i>Larry L. Chism</i>
Date/Time of Meeting	Clerk of Board or Bd. Member Signature
Meeting canceled/Postponed to: _____	
Date of cancelation/Postponement _____	

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please note the hours of the Town Clerk's Office to ensure that your posting has satisfied this requirement.

List of the topics that the chair reasonably anticipates will be discussed at the meeting below and submit to the Town Clerk. Use additional sheets if required.

Agenda

6:00 PM Call to Order

- I. Approval of Minutes Reports & New Business
 - a. Review/Approve 4/26/17 Meeting Minutes Report
 - b. Welcome New Member Laura Carney

- II. Overtime Concerns of Cemetery Dept.:
 - a. Review/Discuss - Work Obligations During Holidays
 - b. Review Discuss - OT Eligibility, including Holidays

- III. Seasonal Laborers Position Concerns
 - a. Review/Discuss Current/Future Job Responsibilities in tandem with Work Flow Expectations
 - b. Review/Discuss Job Description of Seasonal Laborer

- c. Review/Discuss Job Reclassification/Description &/or the viability of adding a Asst. Cemetery Supt. Position
- d. Preliminary Recommendation/s

IV. Misc. Business & Adjournment